



# ECF Flier

July & August 1999

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## Newport News Division Information

In preparation for the move of the Newport News back-office to Norfolk in December 1999, all cases filed in Newport News on or after August 1, 1999 have been deemed ECF cases. This is our first division to handle all cases through ECF and we are very excited with the progress to date; both on our side and especially from the attorneys who practice in Newport News. We are watching this conversion very closely to determine our next step in district wide implementation of ECF. A huge thanks goes out to all staff in the Newport News Division and the attorneys who practice there!

## New Release Information

The new release of CM/ECF was installed the end of July. There are a few new features available to attorneys which will help ease the time spent in filing documents. **Before attempting ANY of these new features, please go into the "Test" database first to try them out. If you have any questions, please feel free to call our court help desk at 1-888-271-8610.**

## Trustee Batch Program

All Chapter 7 Trustees are now able to pull up all scheduled 341 meetings for a particular day, view the cases, and docket either no-asset, request for asset notice, or continuance of 341 meeting from the same screen.

## Claims

Attorneys are now able to file claims.

## Batch Filings

Attorneys are now able to file the same type of pleading in numerous cases using the "Batch File" option. Such pleadings must have the same docket event, but can have separate documents. (Currently, attorneys may file all "Voluntary Petition" events through "Batch Filings".) When docketing "Batch Filings" events, the attorney will not have the ability to enter party information, therefore "Batch Filings" events will be very limited. If you have any suggestions of events you would like to see under this category, please let us know by sending your suggestions to the following: [andrea\\_redmon@vaeb.uscourts.gov](mailto:andrea_redmon@vaeb.uscourts.gov).

## ECF Changes Servers

On August 15, 1999, the Administrative Office switched ECF to a new server in order to triple the processing power; get better response time; experience fewer system error messages and other equally wonderful reasons.

## Update from the May Edition of ECF Flier

Evelyn Flowers is now the contact person for attorney training in the Alexandria Division. Please call her at (703) 258-1225 to schedule any training.

## Attorney Questions

*How do I get a notice that shows the filing date & time of the voluntary petition for an ECF case?*

### Public Access:

Go to our website at [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov),  
Click on the Electronic Case Filing button  
Click on Public Case Query  
Enter Case Number/Information  
Click on Notice of Bankruptcy Case Filing  
Report will show date and time of filing and if needed, can be printed.

### Registered Users:

Go to the Reports Menu  
Click on Query  
Enter Case Number/Information  
Click on Notice of Bankruptcy Case Filing  
Report will show date and time of filing and if needed, can be printed.

## July 1999 ECF Statistics

	Bankruptcy	Adversary
Alexandria	101	3
Norfolk	78	0
Richmond	31	0
Newport News	18	0
<b>District Total</b>	<b>228</b>	<b>3</b>

**Total ECF Cases filed in 1998 421**

**Total ECF Cases filed in 1999  
(through July 1999) 885**

## ECF Information and Helpful Numbers:

ECF Help Desk: 1-888-271-8610

Questions? E-Mail us at the following address:  
[andrea\\_redmon@vaeb.uscourts.gov](mailto:andrea_redmon@vaeb.uscourts.gov)

Contacts for Attorney Training:

Alexandria -  
Evelyn Flowers (703) 258-1225  
Richmond -  
Debbie Lowe (804) 916-2445  
Norfolk -  
Pat Woodhouse (757) 222-7575  
Newport News -  
Caroline Bradley (757) 222-7574

## Attorney Training: July 1999

Alexandria 4 Richmond 9



Norfolk/Newport News 28

**Total Number of Attorneys Trained - 190**